

MEMORANDUM FOR THE RECORD

21007

SUBJECT: Agency Records Storage Requirements

1. On Wednesday, 8 October 1969, the office of the Chief, Real Estate & OL, (RECD/OL) to discuss this subject.

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2. Outlined the Agency's current storage problems, which have been the subject of earlier discussions and separate cost estimates. There are essentially two such problems which require action by RECD/OL. They are:

a. To provide ment storage space square feet of space stored at the Gover Maryland. The Agen Services Administra by December, 1970. the Metropolitan Wa Suitland are used f to archives or othe purposes. The repl Possible locations be considered.

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b. Increase the storage capacity of the Agency records storage facility at [redacted] 25X  
The Records Management Office estimates that an additional 40,000 cubic feet of space will provide room for normal growth for the next five to six years. This requirement exists regardless of the solution to problem a listed above.

3. As a result of these discussions it was concluded that RECD/OL would proceed with the following actions:

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a. The evaluation and budget estimates of proposed storage space at [redacted] now being prepared by the Station Engineer, [redacted], will be reviewed and included in the Director of Logistics' response to the memorandum from the Deputy Director for Support, dated 3 August 1969. 25

b. The feasibility study of increasing storage capacity at the records storage facility [redacted] now being conducted [redacted] will be continued. 25

c. No further action would be taken by RECD to expend funds for A&E cost estimates for converting the potential storage space [redacted] into [redacted] Indis- 25  
tutions from GSA are that this building is scheduled for demolition in the near future, and the expenditure of significant funds for conversion to records storage would appear to have very marginal chances for approval.

d. The Real Estate Branch of RECD will determine the availability of space in [redacted] 2  
[redacted] This area is apparently being vacated by the Library of Congress. 2

e. The Real Estate Branch of RECD will ascertain the availability of other potential storage areas for records storage in the Metropolitan Washington Area.

4. The Real Estate and Construction Division will keep the Records Management Group/DDS advised of the results of various endeavors, particularly since time is critical to meet the December 1970 deadline for vacating the Suitland Records Center.

5. Thus far, no official contact has been made with GSA personnel to ascertain whether or not our permit for occupancy of Suitland can be extended. Our assumption is that it will not be extended.

6. The Records Management Group has a definite preference for all of its storage space to be relatively close to the Metropolitan Washington Area. However, should funds or other requirements dictate, they are willing to consider the use of some storage areas at more remote locations [redacted] 2

[redacted] Therefore, the Records Management Group would appreciate any information we may have on potential storage facilities at each of these locations.

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7. As of 21 October, the Real Estate Branch, RECD, has ascertained that [ ] is not available; however, investigation is continuing as to the availability [ ] potential of meeting our requirements.



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(21 October 1969)

CC: C/A+Rec Ctr (Sent)

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